

## Sept 2021: Covid 19 Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999, the minimum we must do (as an employer) is:

- identify what could cause injury or illness (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

The School has put in place risk assessment procedures, using the HSE's risk assessment framework, to ensure the health and safety of children and staff who are in school during the period of COVID-19 outbreak.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.

In August, the UK CMOs changed the COVID-19 (national) alert level from level three to level two following a recommendation by the Joint Biosecurity Centre. This means that the virus is considered to be in the UK but the number of cases and transmission is low. As a result, the UK Government is continuing to ease restrictions in a manner that is safe, cautious and consistent with our (their) plan.

As acknowledged by the HSE, it is not possible to eliminate all risk and some must be controlled by putting measures in place to reduce the likelihood of an occurrence or, more rarely, to reduce the severity of an occurrence. The intention is to reduce the risks to staff and students of resuming students' attendance at school, following government guidance and expectations as far as possible.

The assessment directly addresses risks associated with coronavirus (COVID-19), and follows [safe working guidance](#) to ensure that sensible measures have been put in place to control those risks for students and staff. We have a duty to consult employees on health and safety, and will publish this document and any updates for staff.

### Assessment Matrix

IMPACT		LIKELIHOOD				
		1. Very unlikely	2. Unlikely	3. Possible	4. Likely	5. Very Likely
5	Severe	5. MEDIUM	10. MED HI	15. MED HI	20. HIGH	25. HIGH
4	Significant	4. MED LOW	8. MEDIUM	12. MED HI	16. HIGH	20. HIGH
3	Moderate	3. LOW	6. MEDIUM	9. MEDIUM	12. MED HI	15. MED HI
2	Minor	2. LOW	4. MED LOW	6. MEDIUM	8. MEDIUM	10. MED HI
1	Negligible	1. LOW	2. LOW	3. LOW	4. MED LOW	5. MEDIUM

The above matrix is used to assess the risks by considering the likelihood of any event and its impact, before and after control measures are implemented.

Identifying Significant Hazards (Assessing the Risk)	Rating before controls	Control Measures (Reducing the Risk)	Rating after controls	Persons Responsible
School's guidance to staff, students and others becomes outdated as government advice changes	9. MEDIUM	Headteacher and Operations Manager monitor government and other sources for any changes in advice, and issue updated guidance to staff.	3. LOW	Headteacher Operations Manager
Infection of staff by students / students by staff, not showing symptoms	12. MED HI	Hand sanitiser is available if staff or students would like to use it Windows will be open in rooms to support good ventilation Staff and students are advised to take x2 lateral flow tests per week	4. MED LOW	Operations Manager / Headteacher
Clean hands thoroughly more often than usual	12. MED HI	School has agreed with the contractor that a sufficient supply of soap and hot water will be available at all times. This is monitored regularly.		Teaching & Classroom support staff
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	12. MED HI	School will source and supply tissues for staff and pupils to catch coughs and sneezes and ensure these are disposed of appropriately		Business Manager / Teachers
Minimise contact between individuals and maintain social distancing wherever possible A. Grouping children B. Measures elsewhere C. Other considerations	16. High	KS3 will be taught predominantly in their form room, with the exception of practical subjects. KS4 will be taught predominantly in a 'zone', with the exception of practical subjects. KS3/4 lunch and break times will be split X3 different entrances also available for students to use	12. MED Hi	Operations Manager
Measures within the classroom	16. High	Wipes will be available if required from the Operations Manager Windows will be requested to be open – to support ventilation Staff will be advised, where possible, to remain a distance from the students however this is not expected. Guidance states relaxation of measures. Hand sanitiser and tissues will still be available	12 Med High	All staff
Measures for arriving at and leaving school	16 High	X3 gates for different year groups No students on site until 8.40am and must be off site by 3.30pm	8. Medium	All staff
Contamination of surfaces poses a risk of infection to staff / students	12. MED HI	Cleaners will be on site before or after school. Lunch areas and tables will be cleaned between sittings Wipes available if staff would want to use them in rooms	9. Medium	Operations Manager / Headteacher

Staff / students do not understand importance of maintaining social distancing measures	12. MED HI	Guidance change to support no social distancing	8. MEDIUM	
Risk of transmission as a result of Educational visits	15. Med Hi	Educational visits can go ahead now as normal. Government guidance relaxed but individual measures for different settings will be adhered to	1. Low	AHT with responsibility for trips
Before and after school provision	15. Med Hi	Normal measures in place as per this RA	8. Medium	All Staff
Circumstances make it impossible to maintain social distancing measures and increase risks to staff.	15. MED HI	Guidance change to support no social distancing	8. Medium	SLT/SOM
Increased risk of severe health impact to staff considered “clinically extremely vulnerable“, “clinically vulnerable“, or living with others who are.	15. MED HI		4. MED LOW	SLT Link
Infection of staff by students / students by staff who are showing symptoms	15. MED HI	Staff and students who have symptoms will be sent home to get a PCR test.	4. MED LOW	Operations Manager Attendance Team
Spreading of germs and possible COVID 19	16. High	In line with Government Guidance we will follow advice from PHE if we believe there has been a local or school outbreak. Relaxation of measures mean personal preference re masks, hand washing, distancing etc. However, we will encourage good respiratory hygiene and hand washing	8. Med	Headteacher and Line Managers
A suspected case of Covid 19 on site	16. High	The staff member or student will be sent home if they have symptoms. As per the Government guidance the person who has tested positive needs to let Track and Trace know and they will update close contact. Most staff have been double jabbed meaning no further action unless informed by Track and Trace.	8. Medium	Headteacher/SOM/HR

<b>Visitors on site</b>	9. Medium	Visitors are now allowed on site. However, we will keep unannounced visitors outside until we can establish who they are here to see.	1. Low	Pastoral Team/Att team
<b>Supply Teachers and other part time workers from other agencies</b>	12. Med Hi	RA shared with these staff if requested Normal procedures apply if they are feeling unwell	8 Medium	Asst Head / SOM / First Aider
<b>Large gatherings</b>	12. Med Hi	Large gatherings can go ahead but the room will be well ventilated. Advice from PHE if we believe we have an increase in cases	2. Low	SOM / SLT on site
<b>Multi use rooms</b>	12. Med Hi	Cleaned at the end of the day and wipes will be available. Windows will be open to support ventilation	4. Med Low	Operations Manager
<b>First aid</b>	6. Medium	Medical room is now back open and staffed by our full time first aid supervisor. Care taken when a student is displaying symptoms	4. Med Low	Medical Officer.